



**GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at [twallace@sanbruno.ca.gov](mailto:twallace@sanbruno.ca.gov). Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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**CULTURE AND ARTS COMMISSION  
MEETING AGENDA  
Thursday, July 15, 2021 • 6:30 p.m.**

**WELCOME TO OUR COMMISSION MEETING**

**Zoom Meeting Details:**

Please click this URL to join.

<https://sanbruno-ca-gov.zoom.us/j/96011438233>

**Password:**

**773437**

**Or join by phone:**

**US: +1 669 900 9128**

**Meeting ID: 960 1143 8233**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlf, Vice Chair Pamela Madden, Pamela Gamble, Jeanne George, Janet Monaghan, Melodie Tobin.
  2. **PLEDGE OF ALLEGIANCE:**
  3. **REVIEW OF AGENDA:**
  4. **ACCEPTANCE OF THE MINUTES:** May 20, 2021
  5. **CONSENT CALENDAR:**
  6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (*Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.*)
  7. **UNFINISHED BUSINESS:**
    - a. Discuss Local Cultural or Arts Organizations to Present at Future Commission Meetings
    - b. Receive Movie Public Voting Result and Select Movies for Movies-in-the-Park
  8. **NEW BUSINESS:**
    - a. Holiday Window Art Contest
    - b. Cancellation of August Meeting (Oral)
  9. **ITEMS FROM COMMISSION MEMBERS:**
    - a.
  10. **ITEMS FROM STAFF:**
    - a. Judy Puccini Resignation
  11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, September 16, 2021 at 6:30 p.m.

**\*\* POSTED PURSUANT TO LAW \*\***



## **MEETING MINUTES**

### **Culture and Arts Commission May 20, 2021**

1. **CALL TO ORDER/ROLL CALL:** Chair Rohlfs called the meeting of the Culture and Arts Commission to order at 6:45 p.m. Commissioners Present: Chair Melissa Rohlfs, Vice Chair Pamela Madden, Jeanne George, and Janet Monaghan. Absences: Gamble, Puccini, and Tobin. Staff Present: Lee and Mottola.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Madden led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from April 15, 2021. **MSC Madden/George.** Accepted 4-0-3.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:**
  - a. Receive Staff Report – Community Gallery Exhibit Selected Artists Announcement – **Director Mottola** announced the selected artists - Ellen Silva, Chuba Oyolu, and Tony Williams. Currently Chuba Oyolu's art is displayed in the gallery. **Chair Rohlfs** asked if there could be an effort to post about each of the artists on social media. **Director Mottola** stated that this would be possible and it would be put in a number of media outlets that the City has.
8. **NEW BUSINESS:**
  - a. Selection of Movies-in-the-Park for Community Voting – **Director Mottola** stated that movies are hosted every Friday night during the month of September. Discussion about selecting ten movies to post to the City's website for community voting. The movies that receive the top four votes from the community will be part of the movie series. List was reduced to 16. Voting will happen at the next meeting.
  - b. Discuss Local Cultural or Arts Organizations to Present at Future Commission Meetings – **Director Mottola** stated that several Commissioners have shown an interest in having presentations from different art groups that either serve or are located within the City of San Bruno. Recommended that the Commissioners gather a list of organizations that they would like to see present at a future meeting and include why and contact information. Staff will facilitate the calendar.
9. **ITEMS FROM COMMISSION MEMBERS:**

**Vice Chair Madden** stated that she might not be at the next meeting.

**Chair Rohlf**s stated that she will not be at the July meeting.

10. **ITEMS FROM STAFF:** None.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Rohlf**s adjourned the meeting at 7:21 p.m.

DRAFT



## **CITY OF SAN BRUNO**

Community Services Department

**DATE:** July 15, 2021

**TO:** Culture and Arts Commission

**FROM:** Tim Wallace, Community Services Superintendent

**SUBJECT:** Discuss Local Cultural or Arts Organizations to Present at Future Meetings

### **BACKGROUND:**

In the past few months, several Commissioners have expressed to Staff their interest in having presentations made from various arts and culture organizations that either serve or are located within the City of San Bruno. In an effort to provide more information to the Commission and the San Bruno Community about the various arts and cultural resources in the community, Staff is proposing to create a calendar of presentations for future Commission meetings.

At the May 20, 2021 Culture and Arts Commission meeting Commissioners discussed the viability of creating a calendar of community culture or arts organizations to present to the commission. Commissioners were generally in favor of having Staff create such a calendar based on recommendations from Commissioners.

Commissioners were asked by Staff to research and consider which organization(s) they would like to invite to speak at a future meeting. Commissioners were also asked to be prepared to discuss their choices at the June 17, 2021 meeting.

### **DISCUSSION:**

Commissioners will discuss their recommendations of organizations to present to the Commission at the June 17, 2021 meeting. Commissioners should be prepared to discuss why they believe having their recommended group(s) present to the Commission would be of benefit to the San Bruno Community.

Staff recommends that following the meeting, Commissioners forward to Staff contact information for any organization they would like to have make a presentation, if they have not already done so. These recommendations can be made at any time to Staff who will vet out the organization to determine if their mission is germane to the work of the Commission and to schedule a presentation at a Commission meeting. Staff will initiate outreach to the organization being invited and discuss outlines of what is to be presented so they can assist with their presentation needs.

In addition, Staff recommends invitations be limited to organizations that either serve or are located within the City of San Bruno.

### **FISCAL IMPACT:**

None.

### **ATTACHMENTS:**

None.



## **CITY OF SAN BRUNO**

Community Services Department

**DATE:** July 15, 2021

**TO:** Culture and Arts Commission

**FROM:** Tim Wallace, Community Services Superintendent

**SUBJECT:** Receive Movie Public Voting Result and Select Movies for Movies-in-the-Park

### **BACKGROUND:**

Each year the Culture and Arts Commission hosts Movies in the Park every Friday at City Park during the month of September. Ten movies were selected to be voted on by the community on the internet. The voting was promoted through the City of San Bruno's various social media accounts, as well as through the Community Services' monthly eNewsletter.

### **DISCUSSION:**

The final day for public voting was July 14, 2021.

The 10 movies up for voting were:

- The Croods: A New Age
- Dora and the Lost City of Gold
- Frozen II
- My Spy
- Raya and the Last Dragon
- The Secret Garden (2020 version)
- Sonic the Hedgehog
- Soul
- Trolls: World Tour
- WALL-E

Commissioners will be provided the final vote tally at the Commission meeting.

### **RECOMMENDATION:**

Staff recommends that the Commission select four top movies as voted by the community. The movies will be screened on the following dates: September 3, 10, 17, and 24 (Family Overnight).

**FISCAL IMPACT:**

The cost of public performance rights for movies can vary depending on the movie. However, most movies average around \$450. Therefore, the cost to show four movies will be approximately \$1,800. During the last two Movies-in-the-Park series free popcorn has been provided to attendees. This has been well received and Staff is recommending providing free popcorn again. The cost of the popcorn will be approximately \$130. Total cost for public performance rights and popcorn will be approximately \$1,930.

**ATTACHMENTS:**

None.



**DATE:** July 15, 2021

**TO:** Culture and Arts Commission

**FROM:** Tim Wallace, Community Services Superintendent

**SUBJECT:** Community Contest - Downtown Business Window Painting for Holiday Season

**BACKGROUND:**

At the November 2020 Culture and Arts Commission meeting, Commissioners expressed their interest in sponsoring a holiday activity. At that time, the Commission supported the Holiday Lights Decorating Contest by serving as judges for the contest. With many changes occurring within City Park that will disrupt the traditional schedule of holiday events, Community Services Staff is proposing several changes for the 2021 holiday season. Staff would like to include the Culture and Arts Commission as a host and sponsor of a new holiday event that promotes a creative way to celebrate the season.

**DISCUSSION:**

Since December of 2002, the Annual Tree Lighting event has been held at the front of the Veterans Memorial Recreation Center in City Park. In addition to the tree lighting, Santa Claus arrives on a San Bruno Fire Truck, children participate in a winter craft project, families enjoy cookies and hot chocolate, a children's choir sings holiday carols. The tree is jointly illuminated by the Mayor of San Bruno and Santa Claus.

Due to the scheduled construction of the new Recreation and Aquatics Center in San Bruno City Park, Community Services Staff have been discussing ways to re-invent the City's various holiday events for 2021. One of the biggest changes is that the Annual Tree Lighting event will take place in our downtown at Centennial Plaza, located at the end of Jenevein and San Mateo Avenue.

In an effort to engage the Culture and Arts Commission with the various City events planned for the holiday season, Staff is proposing to hold a window painting contest that would involve community organizations, schools, and individuals. Organizations and individuals selected would paint the front window(s) of a downtown storefront in a holiday theme. San Bruno has many talented artists that could showcase their talents on the windows of the downtown businesses.

Staff responsibility would include:

- Work with the business community to gauge the interest of each downtown business that would enjoy a temporary mural on their front window(s)
- Announcing the program to the schools, community groups, and community at large
- Pair each community group, school, or individual to a downtown business
- Research the correct paint to use on the windows and other necessary details to ensure a successful program
- Coordinate cleaning of the windows at the end of the season

Joint Responsibilities with Commission and Staff:

- Approve the design for each window for appropriateness

Culture and Arts Commission Responsibility:

- Judge the completed windows
- Fund the prizes provided to the groups

Staff will announce the program and competition to the community in September to give groups and schools time to develop a design and have it approved by Staff and the Culture and Arts subcommittee.

**RECOMMENDATION:**

Staff recommends the Commission Chairperson select two members of the Commission as a subcommittee to work with Staff on this program.

Staff recommends small prizes be awarded for all participants and larger prizes be awarded for the first, second, and third place winners. These award levels are consistent with the 2020 Holiday House Lighting Contest, which was funded by a COVID-19 grant.

**FISCAL IMPACT:**

It is requested by Staff that the Culture and Arts Commission approve prizes for this contest not to exceed \$800. It is suggested a small prize go to each entity that participates. Three larger prizes will be awarded to the top three winners.

**ATTACHMENTS:**

None.